



Gatten and Lake Primary School  
Oaklyn Gardens  
Shanklin  
Isle of Wight  
PO37 7DG

Greenmount Primary School  
St Vincent's Road  
Ryde  
Isle of Wight  
PO33 3PT

---

# Mobile Devices Policy

## May 2026

---

Signed:

Headteacher: Mrs Rebecca Day

Date: 21/05/26

Signed:

Chair of Governors: Mr Dave Smithers

Date: 21/05/26

Review Date: May 2027

## Contents:

### Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Ownership and responsibility
4. Acceptable use
5. Unacceptable use
6. Adaptations and reasonable adjustments
7. Cyberbullying
8. Searching pupils
9. Sanctions
10. Monitoring and review

## Statement of intent

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to pupils. This policy is designed to prohibit the use of mobile phones and similar smart technology throughout the school day, including break and lunch times.

The Federation of Gatten & Lake and Greenmount Primary Schools accept that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security; however, such devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety, whilst pupils may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Smart watches
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing

# 1 Legal framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE 'Mobile phones in schools'
- DfE 'Communicating your policy for prohibiting the use of mobile phones in schools to parents'
- DfE 'Behaviour in Schools'
- DfE 'Keeping children safe in education 2025'
- DfE 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE 'Cyberbullying: Advice for headteachers and school staff'

This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- Online Safety Policy
- Data Protection Policy
- Searching, Screening and Confiscation Policy
- Child Protection Policy
- Safeguarding Policy
- Complaints Procedures Policy
- Child-on-child Abuse Policy
- Behaviour Policy
- Staff Code of Conduct
- Records Management Policy

## 2 Roles and responsibilities

The governing board will be responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.

The headteacher will be responsible for:

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The day-to-day implementation and management of the policy.
- Informing parents and pupils of the Personal Electronic Devices Agreement.
- Communicating this policy to the relevant staff members and the wider school community.
- Communicating what devices can be brought into school and the rules around them.
- Deciding how best to achieve a mobile phone-free school environment.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the headteacher, in line with the Anti-bullying Policy and the Behaviour Policy.
- Applying this policy consistently and proportionately, including confiscating devices where appropriate.
- Reporting any safeguarding concerns to the DSL, or deputy, where misuse indicates risk of harm.
- Avoiding use of their mobile phones in front of pupils for any non-work related issues (There are occasions such as two-factor authentication that do require staff to access devices at times).
- Teaching pupils about the risks associated with mobile phones, other devices and social media, both in school and more broadly.

The DSL will be responsible for:

- Initiating and managing responses to any incidents of online safety with relevant staff members and in line with the Child Protection and Safeguarding Policies.
- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Pupils are responsible for adhering to the provisions outlined in this policy.

### 3 Ownership and responsibility

Pupils are responsible for their own belongings to and from school. The school accepts no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events.

Staff will be protected against liability in any proceedings brought against them for any loss or damage to personal devices that have been confiscated as an appropriate sanction, provided that they have acted lawfully.

Pupils are responsible for replacing school property they lose, damage or steal, including electronic devices.

Pupils and staff should enable a personal PIN or passcode on all the devices they bring to school to protect their personal data, images and videos in the event that the device is lost, stolen or accessed by an unauthorised person.

### 4 Acceptable use

Where pupils are bringing personal electronic devices into school, it is expected that parents are aware of this. Pupils will remain responsible for the safety and security of any personal devices brought into school and the school will not accept responsibility for loss, theft or damage.

Personal devices will not be used at any point during the school day, including during break and lunch times. Where an agreed exception is in place, use of a personal device will be limited strictly to the specific purpose outlined within that exception and will be subject to any conditions set by the school, e.g. T1 Diabetes Care devices.

### 5 Unacceptable use

Pupils will be encouraged to avoid bringing phones to school; however, if phones are brought to school they will be switched off and stored securely in a named, zipped wallet and stored in a class box. The class box will go to the office at the end of registration and will come back to the classroom just before the end of the day.

Unless express permission is granted by a member of staff or adaptations and reasonable adjustments apply, mobile devices will not be seen, heard, or accessed at any time during the school day. They remain in the school office.

Any permitted use for specific pupils will be limited strictly to the specific purpose outlined in the agreed plan. All other use will be prohibited. (T1 Diabetes Care)

The school will consider the risks that may be posed to pupils who do not have access to their mobile phone when organising travel to and from school. Parents will be consulted with to consider ways to mitigate any concerns around the issue of travel to and from school. Pupils will be able to access their personal devices when travelling to and from school; however, they should not be used to arrange travel during the course of the school day. This is done via the school office contact via telephone call, so the class teacher can be made aware.

Staff members will be required to model expectations surrounding the use of personal devices when they are in front of pupils throughout the school day, and only use their personal devices where required for work or safeguarding purposes.

If pupils fall ill during school hours, they will not use their mobile device to contact parents; the agreed procedures will be used. The school office will make contact with the children's families to arrange appropriate collection from school.

Under no circumstances will personal electronic devices be taken into examinations. Devices will be stored as detailed above. Under no circumstances will mobile devices be used in changing rooms or toilets.

Personal electronic devices will not be plugged into outlets on the school premises without the express permission of the headteacher, and they will have an up-to-date portable appliance test (PAT).

Staff will not give out their personal contact details to pupils or parents/carers.

Under the Voyeurism (Offences) Act 2019, the act known as "upskirting" is an offence. Any incidents will not be tolerated by the school. Despite the name, anyone (including both pupils and teachers) of any gender, can be a victim of upskirting.

A "specified purpose" is namely:

- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim's genitals, buttocks or underwear)
- To humiliate, distress or alarm the victim

Any incidents of upskirting will be reported to the DSL and handled in accordance with the school's Child Protection and Safeguarding Policies.

## 6 Adaptations and reasonable adjustments

The school will comply with its legal duty to make reasonable adjustments with regard to this policy where necessary. Adaptations may be made in exceptional circumstances and in response to a pupil's specific needs.

If it is deemed necessary due to the nature of a pupil's SEND, reasonable adjustments will be made to allow that pupil to use their mobile phone or similar device during the school day.

The school will not prevent pupils from using their mobile phones in order to manage their medical condition effectively, e.g. if a pupil is using a monitoring app on their phone to manage their diabetes.

Beyond these specific duties, the school recognises that a need for mobile phone access for some pupils may depend on their individual circumstances. The school will allow limited flexibility for these pupils where an agreed exception is required in the best interests of the pupil's safety and welfare, for example where a pupil is a young carer.

Where a pupil has an agreed adaptation or reasonable adjustment that requires access to a mobile device, this will be permitted only for the specific purpose and within the limits set out in the agreed plan.

## 7 Cyberbullying

All personal electronic devices will be used in line with our Online Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

## 8 Searching pupils

School pupils have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere with this right as long as it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.

All searches will be conducted in line with the school's Searching, Screening and Confiscation Policy.

The headteacher, and other authorised staff members, will have the power to search a pupil or their possessions where they have reasonable grounds to suspect that a pupil is in possession of a prohibited item. Mobile phones and similar devices will be deemed as prohibited items that may be searched for in line with the Behaviour Policy.

In all cases the authorised member of staff will always:

- Seek the co-operation of the pupil before conducting a search.
- Ensure the pupil understands the reason for the search and how it will be conducted.
- Give the pupil the opportunity to ask any questions so that their agreement is informed.
- Have due regard to the DfE's '[Searching, screening and confiscation](#)' guidance.

Staff may search a pupil's outer clothing, pockets, possessions or desks. Staff conducting a search must not require the pupil to remove any clothing other than outer clothing - outer clothing means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear and includes hats, shoes, boots or scarves. Possessions means any goods over which the pupil has or appears to have control - this includes desks, and bags.

A staff member may ask a pupil to show them what they are doing on their mobile phone or tablet if they reasonably believe that the pupil is using the device to cause harm. If it is judged reasonable, the staff member may inspect the files or data on a pupil's electronic device and delete them if necessary.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable. Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.

The staff member conducting the search must be the same sex as the pupil being searched. A witness to the search must be present; this should also be a staff member of the same sex as the pupil being searched.

Pupils are required to comply with any request to check their electronic device.

Pupils are required to comply with any request to disable the screen lock function of their electronic device and show any staff member what they are doing. Any pupil who refuses to comply with these requests will be disciplined in line with the Behaviour Policy.

## 9 Sanctions

The school will apply sanctions for breaches of this policy in a consistent and proportionate manner, in line with the school's Behaviour Policy.

Where this policy is clearly breached, for example where a device is used, seen, or heard ringing, staff will feel confident to confiscate mobile phones or similar devices as a controlled measure. Confiscated devices may be retained for a proportionate length of time, as determined by the Headteacher and in consideration of the circumstances, including the pupil's age, SEND, and any agreed exceptions or reasonable adjustments.

Additional sanctions may include sanctions in accordance with the Behaviour Policy.

Where a breach gives cause to suspect a pupil may be suffering, or may be at risk of, harm, staff will follow the school's safeguarding procedures and report concerns to the DSL.

Confiscated personal electronic devices will be locked away securely in the main school office.

Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Policy.

## 10 Monitoring and review

This policy is reviewed annually by governors, the headteacher and DSL.

Any changes to this policy will be communicated to governors, members of staff, parents and pupils by the headteacher.

The scheduled review date for this policy is April 2027.